

Job Description

Missouri State Highway Patrol

Class Title: Automotive Service Assistant II

Title Code: V00629

Effective Date: 12/01/94

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Automotive Technician Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position performs general cleaning and minor service work on vehicles. The employee is expected to exercise independent judgment; however, general supervision is provided by a designated supervisor.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Cleans and details new and used vehicles (e.g., washes interior and exterior, vacuums, washes windshield, performs minor paint touch-up work, buffs, polishes, removes road tar, cleans trunk area, steam cleans engine, shampoos carpet and upholstery), as needed.

Fills gas tank of vehicles.

Cleans and maintains manual and automatic car wash (e.g., keeps soap and wax dispensers full, removes dirt and residue from floor and monitors overall operation to ensure proper working order).

Changes oil (e.g., drains oil, changes filter, adds new oil); checks fluid levels in vehicle and replenishes, as needed; replaces wiper blades; replaces interior light bulbs.

Changes, patches, balances, rotates, and mounts tires.

Transports new, used, and disabled vehicles.

Serves as courier for the garage by picking up and delivering necessary items (e.g., supplies, parts, and/or owner's manual from dealership, etc.).

Utilizes a variety of equipment associated with garage operation (e.g., manual and automatic car wash stations, car buffer, broom, mop, tire balancing and repair equipment, jumper cables, and mechanic hand tools).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the occupational hazards and standard safety precautions of the automotive mechanic trade.

Knowledge of cleaning, detailing, and minor service work of vehicles.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate a motor vehicle in compliance with state laws.

Ability to understand and effectively carry out instructions reference work assignments.

Ability to lift and move parts, tools, and supplies associated with a garage facility.

Ability to establish and maintain effective relations with others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to work long hours without taking a break.

Ability to operate equipment as detailed in the description of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED recognized by the State of Missouri Department of Elementary and Secondary Education.

One-year experience as an Automotive Service Assistant I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Driver's license.

Must be at least eighteen years old at the time of appointment.